

September 30, 2011

To: Executive Board

Subject: **Request to Issue RFP – Transit Services - Arcadia/Irwindale Facility  
(RFP No. 12-002)**

### **Recommendation**

Authorize the Executive Director to:

1. Issue a request for proposals (RFP No. 12-002) for transit operations and maintenance services at Foothill Transit's Arcadia/Irwindale facility; and
2. Amend the end date for the current service contract with MV Transportation from July 15, 2012 to June 30, 2012.

### **Analysis**

MV Transportation currently provides operations and maintenance services for 135 buses operating out of Foothill Transit's Arcadia/Irwindale facility. All of the optional extensions of the contract have been exercised, and the current agreement is scheduled to terminate on July 15, 2012.

To better align contract start and end dates with Foothill Transit's fiscal year, the new operations and maintenance agreement is proposed to take effect on July 1, 2012. To accomplish this, the current agreement with MV is proposed to be amended to terminate on June 30, 2012. Other modifications as directed by the Executive Board during the April 29, 2011 Study Session will be incorporated into the request for proposals.

The tentative procurement timeline is as follows:

<u><b>Event</b></u>	<u><b>Date</b></u>
Issuance of RFP	November 17, 2012
Proposals due 4:00 p.m. PST	January 11, 2012
Interviews and discussions	February 8, 2012
Best and Final Offers due	February 22, 2012
Contract negotiations with highest ranked Proposer	March 22, 2012
Contract award by Foothill Transit Executive Board and authorization to execute contract	April 27, 2012
Transition and start-up	May 1, 2012 – June 30, 2012
Commencement Date	July 1, 2012

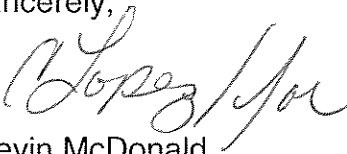
Executive Board Meeting – 9/30/11  
Request to Issue RFP – Transit Services – Arcadia/Irwindale Facility  
Page 2

This schedule will provide time for execution of final contract documents and transition to the delivery of service under the new contract.

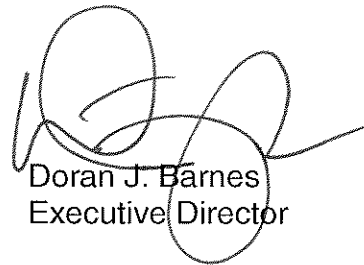
**Budget Impact**

Funds will be programmed in the Fiscal Year 2013 and subsequent Business Plans for maintenance and operations.

Sincerely,



Kevin McDonald  
Deputy Executive Director



Doran J. Barnes  
Executive Director